

**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**801 K STREET, MS 19-01, SACRAMENTO, CALIFORNIA 95814 • (916) 322-4027 • WWW.CALRECYCLE.CA.GOV

June 14, 2011

To: All Prospective Contractors**RE:** "Processing/Handling Fee Cost Surveys, DRR10073"**Addendum No. 1****To the Request for Proposal (RFP) Secondary Method DRR10073**

1. Attached is a list of all businesses who have expressed an interest in the contract to date (Attachment 1).
2. The following questions were submitted in response to the RFP and answers to follow the question.

Q1: Item 1 in the Rating/ Scoring Criteria of Technical Proposal is "Quality and creativity of approach, methods, and resources in collecting and verifying data..." How would CalRecycle define "creativity", given that a fairly consistent approach has been used by the same vendor over the last four cost surveys?

A1: The cost survey is a large-scale and complex project which may require the ability to overcome unexpected problems and the completion of unplanned tasks. The cost survey will entail engagements with a diverse group of recycling center operators providing varying quality of financial data that may not easily translate into costs of handling beverage container material. There is no one right way to conduct the survey, thus we are looking for evidence that the proposer has the ability to respond to novel and unique situations with creative approaches while maintaining quality, as well as bringing new approaches that are not obvious for conducting the survey.

Q2 : Item 4 in the Rating/ Scoring Criteria of Technical Proposal is "Reasonableness of project schedule". What attributes define a "reasonable" project schedule? How much are previous survey schedules used as a benchmark?

A2: The timeline for this cost survey is far more compressed than surveys completed in the past. Reasonableness is the combination of the resources provided by the selected contractor and the time expended for completing the required tasks that will ensure the successful completion of this project as outlined in the scope of work. Previous schedules are not being used as a benchmark.

Q3: Item 5, in the Rating/ Scoring Criteria of Technical Proposal is "Knowledge of the Beverage Container Recycling Program and general experience with beverage container



recycling in California.” The material furnished by the Department of Conservation as part of the 2009 Cost Survey RFP, as well as the published prior cost surveys, contains a significant amount of information regarding these areas. What types of additional program knowledge and recycling experience is relevant to delivering a) to the Statement of Work and b) an RFP classified as “Accounting Services”?

A3: The survey teams will be required to have a general understanding of operations and customer transactions at recycling centers, the activity of employees, the equipment used, the origins and destinations of beverage container material handled by the facility, and the laws and regulations governing beverage container recycling in California. The survey teams will be required to interpret cost information related to beverage container recycling activities in order to determine costs by material type.

Q4: Item 6 in the Rating/ Scoring Criteria of Technical Proposal is “Qualifications and experience of project team committed to this project.” What are CalRecycle’s criteria for qualifications and experience?

A4: Qualifications and experience includes the ability to develop a defensible survey design, familiarity with beverage container recycling in California, knowledge of accounting principles, and experience completing large-scale surveys.

Q5: When will CalRecycle provide Microsoft Word (i.e., editable) copies of the Cost Survey Training Manual and Field Manual? The Adobe version provided by CalRecycle in 2009 is not automatically translatable to Word. Reviewing and updating these are a critical early project deliverable.

A5: Editable copies of the documents will be provided to the awardee after the contract is executed.

Q6: When will CalRecycle provide a copy of the Microsoft Excel-based cost survey model? Reviewing and updating this is a critical early project deliverable.

A6: The Excel-based cost survey model was made available online in the Bidder’s Library at the time the RFP was posted (see page 18 of the RFP). The Bidder’s Library is located on the CalRecycle website at ftp.calrecycle.ca.gov. Look in folder “Retain to 90 Days”, then “Cost Survey DRR10073”. The login is “ftpuser” and the password is “crftpuser”.

Q7: To what extent is CalRecycle able to provide historic (from prior surveys) cost variability data by material, a key factor in determining sample size?

A7: The Department will provide to the selected contractor access to all resources from prior cost surveys as needed to ensure successful completion of this project.

Q8: Page 9 of the RFP states: “CalRecycle expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California certified small business.”

This implies that as long as all bidders comply with this expectation, there is essentially no small business preference. Is this assumption correct, and is this what CalRecycle intended?

A8: Yes, that assumption is correct. CalRecycle's intent is to comply with all Government Code requirements regarding small business participation.

Q9: CalRecycle plans an aggressive (three business days) evaluation schedule. Please provide detail as to how CalRecycle staff will evaluate and score each proposal.

A9: The evaluation panel will evaluate and score each proposal within the timeframe provided in the RFP and in accordance with all State laws and regulations.

All other terms, conditions, and requirements of this RFP will remain the same.

If you have any questions relating to this RFP process, please contact me by e-mail at contracts@calrecycle.ca.gov.

Sincerely,

{Original Signed By}

Bruce Ring
Contract Analyst
Administrative Services Branch

CalRecycle has not confirmed the certification status of firms who have identified themselves as CA Certified Small Business (SB) or Disabled Veterans Business Enterprise (DVBE).

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